

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Department of Defense	Application Number
•	Military Division (Enlisted Personnel)	165-A
Application Number	P.O. Box 17965	Date Received Date Completed
	Atlanta, Georgia 30316	APR 2 8 1981 MAY 1 4 1981
2. Person to Contact	Working Title	Telephone Number
Joyce A. Brannen	Records Clerk	404-656-6197
3. Action Requested		
a. Establish Retention S	Schedule; record will continue to accumulate.	
	cumulation; no further accumulation anticipated.	
c. A Amend Application		
4. Dates of Series Earliest Latest	5. Records Series Title (followed by title used in office; if di	rterent)
1926 present	Morning Reports	
6. Division and Office Function	What is the function of the Division and the Office in	which this record series is created?
training, logistical, National Guard. It i procedures involving	ef of Staff coordinates and reviews the ad , maintenance, and public relations activit is responsible for formulating policies and all of these functional areas. Also, it i ne United States Army Headquarters and the	ies of the Georgia Army for developing plans and s the liaison with
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	4 1	, X
<pre>National Guard, in or record of the organia</pre>	This file contains the following documents (include form nu Attach samples of the file. bunting for all military personnel of each rder to provide a continuous certified strezation. These documents also provide the nution of a lost or destroyed personnel recor	organization of the Army ngth status and historical ecessary information for
Included are: Morning	g Reports	
•	•	
	÷	
File is arranged. Dilmani Ci	ally by number designation of dates.	
ine is arranged.		
8. Monthly Reference Rate	How often are records referred to which are:	^
One to six months old twenty-five months and older	Seven to twelve months old $\frac{0}{}$; Thirteen to $\frac{1}{}$?	twenty-four months old;
9. Annual Rate of Accumulatio Letter-size drawers XX		Other (specify)
•	(X)	
95071 Pey 78		

x	10. Questionnaire	11 lace all A	in the proper co	olumn)	*
	a. Is this the office	* *	eries?	*	
	If not, where in the series		ntial information	requiring security handling? If yes, cite law or regu	ulation.
X	c. Is this a vital re				
x	d. Does this series		or long term rese	arch value?	
,,,,				necessary to keep the entire file for a long period, co	uld these
N/A		scheduled separa		```	
				published? If yes, attach copy.	
x	g. 4s th e information of the second of the	lien opntained in Ynnv	this series ever a	analyzed and/or recorded in a summarized report?	
x	h. Is there a dupl		ries in your office	e, or in another office or agency?	
X	If yes, where?				
x	T 124 € 5 5 5 5 5 5	or a major portion d series result in		· · · · · · · · · · · · · · · · · · ·	RELIGIO DE COMPONIO
	on Requirements			es the series to be kept:	
3:		0	- .		0
a. Star	e Law ute of limitation	0	years. years.	d. Audit period e. Administrative need	years.
•	eral law	0	vears.	f. Federal retention instructions	O years.
				, , , desiral value (in the deciding and in th	
Attach	copy or excerpt of l	laws or regulation	ıs. Explain admir	nistrative need.	3325
These	documents pr	ovide the ne	ecessary inf	formation for reconstruction of a lo	st or destroyed
	nnel record			·	
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12. Approx	ed Disposition Inst	ructions This	agéncy recomme	ends that the file series be cut off at the end of each;	
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	nsfer to State Recor	'ds Center; hold _	year	r(s); then	
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	nsfer to State Archi	ves for permanen	it retention.	1	
	er (Specify)				
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Form: AR-50-71

STATE OF GEORGIA

Application for RECORDS DISPOSITION STANDARD

DEPARTMENT OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE 1

Application Date	CTDUCTIONS.							
		separate instructions	-					
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		ent of Archives and Hi	story, Attention:	UN 5 1972	11.5	_ J	OH (1972
	corde Management Offi				16/	<u>, </u>		
3 AGENCY, Division, Subdivision & Admi	nistering Office Addr	ett.		Person to Contact				
Department of Defense			•	J. G. Stra	nge			
Building #5				00 00 0010	90			
Room - Enlisted Section	חכ			5 Working Title		6 7	el. Wo.	
				Personnel	Officer	r 6	27-247	1
7.ACTION REQUESTED								
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8 Inclusive Dates Q	EXACT SERIES TITLE							
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These files relate to of Army National Guard	recording an d Military pe	d reporting t rsonnel.	he location	n and the dut	y or no	onduty	status	S
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DESCRIPTION OF SERIES - Include Form	To a Powe Title 15	2 200		· · · · · · · · · · · · · · · · · · ·				•
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Documents which provide	de accounting	for all Mili	tary person	nnel of each	organia	zation		
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the necessary informat		-						
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MAGNETATE STATE DESERTE		<u></u> !		shvan (båneta teat)			59	_
V	.]		By Annual	Accumulation '	This	Last	Preceding	All Prior
	<u> </u>		By Annual	Accumulation	This Year's	Last Year's	Preceding Year's	All Prior Years'

13	QUESTIONNAIRE Place AR	"x" in the proper column. If answer is	YKS, * plegse explain	YES NO		
1 <			and the second of the second o	M ta		
٠٠.	is this the Record	Copy of the series?		[] [X]		
14.	Is there a duplicat:	ion of this series in ano	ther office or agency?	[] [3]		
15.	Is the information	contained in this series	ever summarized or publish	ned? [] 🕅		
16.	Does the series con	tain classified informati	on requiring security hand	lling?		
17.	Does the series door	ument policies and proced	ures of agency's operation	or function?[] M		
18.	Could the function 1	be performed if the files	were lost or destroyed?	[] 🕅		
19.	Is the series (or me	ajor portion of it) regul	arly microfilmed? If yes	, why? [] [X		
20.	Does the record ser	ies provide data as input	to an EDP file?	M . []		
21.	Does the record ser	ies contain documentation	produced as EDP printout			
22.	Is the series affect	ted by Federal or grant f	unds?::- a les l'ésse a l'			
23.		d for these records 10, 1 historical reference and	5 years from now? If yes	, what? [X] []		
			PERMANEN	TLY		
24.	REQUIREMENTS. The	following requires the fi	les to be kept	years:		
a. [[]STATE b.[]STATUTI	TION PERIOD L	EDERAL e.[]ADMINISTRATIVAW DECISION	VALUE		
	(Cite L	w, Statute, or other rea	son for the retention requ	arement)		
	ACENCY DECOMMENDATION	ONC TOLER	nds that the file series \	o aut aff at the and		
27.	•	R YEAR -[]FISCAL YEAR		then:		
	a [15]	هم بدر میلم		•		
	B. []Hold in cur	rent files areamo	nth(s)/year(s), the	imo de la calenca de la calenc		
	l Destroy. All the subject to the state of the subject of the subj					
2 []Transfer to records center; hold year(s), then: a []Destroy.						
b []Transfer historical material to Archives;						
destroy remainder. 3 []Destroy after audit (oryear(s) after audit).						
	C.[]Hold in current files area indefinitely.					
	D. XHold in current files area <u>195</u> year(s), then transfer to Archives permanently. E.[]Other					
	(Indicate briefly rationale for recommendations above/or write additional remarks):					
	(/	ATTACH SAMPLES OF THE	SERIES WHEN POSSIBLE	Y		
		Reconnentations prepared by	Approved for Division Date			
			Charle Hama 26 may 72	prorte Hafagent officer Date Frugh 14. Trange 25 May 72		
	commendations	J. G. Strange		Front of Bruge 25 My 72		
Re	commendations Paragraph 25	J. G. Strange	roved Breef, Brehing Listary	peords indigently officer Date franch to France 25 May 72 Date Oppl of Audit Date (-7.7)		
Re	29. -	J. G. Strange []Approved []Disapp	roved Free Listory	in Marie		
	Inventory taken by J. G. Strange		SERIES WHEN POSSIBLE			